

State of Michigan  
Department of Labor & Economic Growth  
Office of Policy & Legislative Affairs  
State Boundary Commission

**GENERAL INSTRUCTIONS FOR THE PREPARATION OF AN  
ANNEXATION PETITION BY OWNERS OF  
AT LEAST 75% OF THE LAND  
TO BE FILED WITH THE STATE BOUNDARY COMMISSION**

**AN ANNEXATION PETITION BY PROPERTY OWNER IS COMPOSED OF THE FOLLOWING PARTS AND FORMS:**

- PART I.....** A map or drawing for the area proposed to be annexed, prepared by the petitioner in such a way that the minimum map size is 8 ½" by 13", with a maximum map size of 14" by 18". The map or drawing is supplied by the petitioner. Label this map PART I. Review State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this map.
- PART II.....**
- PART II(a).....**
- PART III.....** Refer to State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this description.
- PART IV.....**
- PART V.....**
- PART Va.....**
- PART VI.....**
- PART VII .....** A map prepared on paper supplied by petitioner, showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government. The map may be of a size the petitioner chooses and shall not be evaluated by the Commission in its determination of legal sufficiency. Label this map PART VII.

<p style="text-align: center;">This petition form is issued under authority of Public Act 191 of 1968, as amended. Completion of this form is voluntary but failure to do so may result in a denial of your application.</p>
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**The completed petition should be filed with the Boundary Commission office in Lansing. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., or by mail, at the following address:**

State Boundary Commission  
Office of Policy & Legislative Affairs  
Michigan Department of Labor & Economic Growth  
611 W. Ottawa Street  
P.O. Box 30004  
Lansing, MI 48909

<p>In compliance with the American Disabilities Act, the Department of Labor &amp; Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political belief. If you need assistance with reading, writing, hearing, etc., you may make your needs known to this agency.</p>
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# **ANNEXATION PETITION BY OWNERS OF AT LEAST 75% OF LAND**

## **PART II**

To the State Boundary Commission:

We, the undersigned who hold record legal title to 75% or more of the area of the land, exclusive of streets, described herein (in PART III) and located in \_\_\_\_\_ township(s), \_\_\_\_\_ county(s), do petition that this territory be annexed to the City of \_\_\_\_\_ and that this annexation be considered by your commission in accordance with the provisions of Act 279 of the Public Acts of 1909, as amended, and the provisions of Act 191 of the Public Acts of 1968, as amended.

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## PART IIa

As petitioner(s), it is your responsibility to furnish the State Boundary Commission the names, addresses and telephone numbers of persons and governmental bodies that will be noticed for Commission meetings and hearings. The importance of accurate and most current information cannot be overemphasized. Processing of this petition may be delayed if inaccuracies cause improper notice. PLEASE PRINT

1.

Name of Petitioner:
Mailing Address:
Telephone Number: (       )                      Fax: (       )

2.

Name of Township:
Name of Township Clerk:
Mailing Address:
Telephone Number: (       )                      Fax: (       )

3.

Name of City:
Name of City Clerk:
Mailing Address:
Telephone Number: (       )                      Fax: (       )

4.

Name of County:
Name of County Clerk:
Mailing Address:
Telephone Number: (       )                      Fax: (       )

5. If the petition should involve more than one petitioner, township, county and/or village, place the additional information on separate sheet and attach to this form.

# ANNEXATION PETITION BY OWNERS OF AT LEAST 75% LAND

## PART III

The territory proposed to be annexed to the City of \_\_\_\_\_  
is described as follows:

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## PART IV

1. That attached here to (in PART VI) and made a part hereof is a brief and concise written statement as to the purpose, necessity and urgency of the requested action.
2. That attached hereto (in PART I) and made a part hereof is a map or drawing clearly showing the territory proposed for annexation (in PART I).
3. That each petitioner was shown the attached map or drawing before signing the petition.
4. That each signer has described that land and area that each signer owns and attached the deed or copy of the deed of the described land.
5. That the undersigned, first being duly sworn, deposes and says that the territory described herein (in PART III) and proposed to be annexed to the City of \_\_\_\_\_ contains a total land area of \_\_\_\_\_ acres.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address and Street

\_\_\_\_\_  
City / State

\_\_\_\_\_  
Date

Subscribed and sworn this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI

My Commission Expires: \_\_\_\_\_

# **ANNEXATION PETITION BY OWNERS OF AT LEAST 75% OF THE LAND**

## **PART V**

The following signer holds legal title to land having an area of \_\_\_\_\_ acres which is located within the territory proposed to be annexed and is described as follows:

**In those instances where the 75% ownership requirement is being met through multiple ownership of the land described for annexation, each owner whose land comprises a portion of the required 75% located within the area described for annexation must complete PART V and PART Va.**

# ANNEXATION PETITION BY OWNERS OF AT LEAST 75% OF THE LAND

## PART Va

The undersigned, first being duly sworn, deposes and says that he/she holds record title to land he/she has described in PART V which is within the area described in PART III, and to his/her best knowledge and belief the statements contained in the petition are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address and Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Date

Subscribed and sworn this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

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**PART VI**

We further represent that the annexation proposed in this petition is necessary or desirable at this time for the following reason(s):